Let's take a look at this enhanced process
Agenda

Part 1: Purpose
Part 2: Key Changes
Part 3: Prepare Deposit for Drop Box
Part 4: Record Deposit in myUFL
Part 5: Next Steps
Purpose

- efficient and accurate
- reduce time
- enhance customer experience
Deposit Options

- Drop Box
- Mobile
- ATM
- Desktop Check Scanner
- Wells Fargo Branch
- Armored Courier
Key Changes

- Departments will complete their own banking deposit tickets
- Cash and checks can be combined into a single deposit
- Payment ID for myUFL deposit will be the deposit ticket number
- Not required with deposit:
  - Deposit transmittal form
  - Lockable canvas bag and/or envelopes

End Goal

- Transition all units to at least one of the six new deposit options
- Discontinue use of lockable canvas bags and/or envelopes
Starter Kit

Deposit Tickets

Tamper-Evident Deposit Bags
Prepare Deposit for Drop Box
Key Points

1. Complete your own deposit ticket and deposit
2. Deposit Cash/Checks together on one deposit ticket
3. Ensure the date on the deposit ticket is the same date the deposit will be processed at the bank
4. Enter deposit in myUFL before putting into drop box
5. Put deposit in Criser Hall drop box by 8 am for same day processing
UNIVERSITY OF FLORIDA
CONCENTRATION ACCT.
LOCATION ONE

4504464
DS4 20-D-BK

6400-12345

TOTAL ITEMS 2

$2400.00

2-4-2022

CURRENCY
100 00

COIN

CHECKS MUST BE DISCUSSED SEPARATELY

1

1234

200 00

5790

2100 00

2400 00

Prepared By

Verified By
Fill in:
• UF – Department Name
• Date
• Total Deposit Amount

Mark if Checks or Currency & Coins
Record Deposit in myUFL
Key Points

1. Deposit Cash/Checks together in myUFL
2. Enter the deposit in myUFL before putting in drop box
3. Make myUFL deposits to Concentration Account (0006) rather than Vault (UFV)
4. Enter the deposit ticket number as the Payment ID in myUFL
5. Write the deposit unit and deposit ID from myUFL on your deposit ticket
### Control Totals

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<td>Journalled Total Amount</td>
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### Control Data

- **Received**: 02/04/2022
- **Entered**: 02/04/2022
- **Posted**: 52686730
- **Assigned**: 52686730
- **User**: 52686730

### Control Currency
- **Control Currency**: USD
- **Format Currency**: USD
- **Rate Type**: CRRNT
- **Exchange Rate**: 1.00000000
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Process Questions?
Replenish Deposit Supplies

Deposit Tickets
Contact UF Cashiers Office
352-392-0185
TM_DepositSupport@admin.ufl.edu

Tamper-Evident Deposit Bags
Place order via myUF Marketplace
Office Depot / Mr. Paper
CONTROLTEK Tamper-Evident Deposit Bags
Item # 639490 OR 621320
Timeline

August & September
• New deposit options training

October
• New deposit options go live and UF transition begins
• Launch of the redesigned PST021 Making Deposits in myUFL training course

November & December
• UF community transitions to at least one of the new deposit options

January
• All units transitioned to at least one of the six deposit options by January 6, 2023
• Discontinue use of lockable canvas bags and/or envelopes

All UF units transitioned to new deposit options!
Complete the Deposit Options Form and tell us where to send your Starter Kit.